

<b>PUBLIC EMPLOYEES' RETIREMENT SYSTEM</b> PERS-HRD-88 (Rev. 7/89)		<b>Title of Position</b> Accounting Administrator I Specialist
<b>POSITION DUTY STATEMENT</b>		<b>Division and/or Subdivision</b> Fiscal Services Division - Investment Accounting
<b>INSTRUCTIONS:</b> The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.		<b>Location of Headquarters</b> Sacramento
<b>Perm/Full Time</b> <b>REQ#6715</b>		<b>Class Title of Position</b> Accounting Administrator I Specialist
		<b>Position Number</b> 275-240-4552-013
		<b>Effective Date</b> February 17, 2010
Percent of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:	
	<p style="text-align: center;"><b>ALTERNATIVE INVESTMENT MANAGEMENT UNIT</b></p>	
	Under the general direction of the Accounting Administrator II (Supervisor) of the Real Estate and Specialized Investments Section, the incumbent performs professional level duties supporting the PERF accounting activity of cash and the AIM Program which consists of private equity investments.	
30%	Research, develop, and implement a daily comprehensive cash reconciliation to reduce risk of material misstatements within the financial reports. Develop policies and standardized procedures for all cash account reconciliations performed throughout the organization. Review and analyze control agency government code and regulation requirements to ensure consistency among each area affecting the PERF cash flows. Review and analyze various cash related reconciliations and processes throughout the division to create a comprehensive report for management.	
15%	Review and analyze custodian bank initiated transactions to develop internal policies and standardized procedures. Review and analyze Investment Office initiated transactions to create internal review process and verification procedures. Independently perform extensive review of custodian bank records and reports to develop additional cash reconciliations as needed. Independently coordinate and conduct meetings between FCSD, custodian bank, internal and external departments or agencies.	
20%	Independently performs monthly reconciliations between accounting subsidiary ledger and the master custodian bank. Incumbent will account for complex investment activities such as cost, capitalized expenses, income, gain or loss, foreign currency transactions, fair market value and other general ledger account activities. Review trial balances and provide supporting reports to validate changes.	
10%	Independently performs quarterly reconciliations between general partner financial statements and investment performance reports. Incumbent will reconcile investment cost, quarterly market value, total investment commitment, contributed capital, and remaining unfunded commitment. Quarterly reconciliations are performed to ensure consistency with custodian bank for accurate reporting of investment activities to the Board of Administration, and in the Comprehensive Annual Financial Report (CAFR).	
	Obtain, analyze, and reconcile investment transaction notices and financial statements. Incumbent	

10%	performs the following duties: identify CalPERS specific participation information, report questionable transactions and errors to the custodian bank, and /or the investment general partner, request agreement information from the Investment Office.
5%	Independently performs monthly general ledger reconciliations between CalPERS and the master custodian bank.
5%	Prepare and provide reports to CalPERS external auditors during annual review. Participate in section projects to implement auditor suggested improvements.
5%	Attend staff, board committee, and organizational meetings. Facilitate meetings with internal and external organizations. Analyze and document workload processes. Performs other duties and special assignments as needed.